



City of Austin - JOB DESCRIPTION



Audit Investigator II

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	11030	Salary Grade:	AG7
Approved:	December 07, 2001	Last Revised:	February 14, 2008

Purpose:

The Office of the City Auditor is a City department that reports to the City Council and provides a menu of services including audits, investigations, and consulting projects.

This position is in the City Auditor's Integrity Unit (CAIU) which performs projects designed to prevent, detect, and investigate fraud, waste, and abuse of City resources.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Plan, lead, and monitor fraud investigation, detection, and control projects.
2. Demonstrate proficiency in the use of fraud examination principles, internal controls auditing, and fraud detection methodologies.
3. Identify, collect, and analyze qualitative and quantitative data from a variety of sources to extract fact-based information that is significant to the project.
4. Conduct both friendly and adversarial interviews and meetings designed to elicit useful, relevant, and reliable information for fraud investigation, detection, and control projects.
5. Prepare, obtain, and analyze signed, sworn witness statements.
6. Develop and utilize innovative and effective methodologies to successfully accomplish project objectives.
7. Evaluate facts, employ sound deductive reasoning to draw and support appropriate conclusions, and make improvement recommendations.
8. Provide clear, concise, and fact-based reports (verbal and written) of project results to internal and external stakeholders including department management, City council members, and prosecutors.
9. Provide substantive review of team members' written work products.
10. Provide testimony in administrative, civil, or criminal hearings.
11. Develop and deliver effective training presentations to external administrative parties on fraud-related issues.
12. Coordinate CAIU investigative activities with those of other agencies.

Responsibilities - Supervisor and/or Leadership Exercised:

- Possess and maintain the highest standards of conduct, honesty, and loyalty in both official and personal matters.
- This position is not responsible for supervising but may lead or provide training to peers or external stakeholders in the performance of integrity investigation, detection, and control projects.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of theories, principles, and practices of investigation and internal control as well as the ability to apply such knowledge to integrity investigation, detection, and control projects involving government activities and resources.
- Knowledge of and ability to adhere to appropriate professional standards, including the President's Commission on Integrity and Ethics Quality Standards for Investigations and the Government Auditing Standards.
- Knowledge of applicable laws, rules, and regulations, including the U.S. Constitution, the U.S. Federal Rules of Evidence, the Federal Rules of Criminal Procedure, Texas State Criminal Codes, the Austin City Charter and Code of Ordinances, as well as other pertinent statutes, such as the Privacy, Freedom of Information, and Whistleblower Protection Acts.
- Skill in planning, leading, and coordinating fraud investigation, detection, and control projects.
- Skill in identifying, obtaining, and analyzing information from a variety of sources, evaluating facts, and employing sound deductive reasoning to draw appropriate conclusions and make improvement recommendations.
- Skill in flexing communication styles in order to maximize amount and quality of information obtained from others.
- Skill in compiling information and creating and delivering clear, concise, deductive, and fact-based project reports (verbal and written).
- Skill in establishing and maintaining good working relationships with city employees and managers, mayor and council, law enforcement and prosecutorial agencies, and the public.
- Ability and willingness to negotiate effective solutions to complex situations.
- Ability to exercise tact, objective judgment, and effective conflict resolution skills when confronted with

confrontational or adversarial situations.

- Demonstrated commitment to continuous learning and growth through the development of new skills, pursuit of applicable professional certifications, and involvement in professional organizations.

Minimum Qualifications:

- Graduation from an accredited four-year college or university, plus a minimum of two (2) years related experience.
- Masters degree from an accredited college or university or professional license or certification (CFE, CPA, CIA, CGAP, CISA, CGFM, CMA, or JD) can substitute for one (1) year of related experience.

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.